

Position Vacancy

Information Management Assistant

OPEN TO: All Interested Parties
POSITION: Information Management Assistant (55910)
OPENING DATE: December 13, 2016
CLOSING DATE: March 17, 2017
WORK HOURS: Full-Time: 40 hours/week
SALARY: **Full Performance Level:**
Ordinarily Resident (OR): FSN-8, ¥8,664,261 p.a.
Not-Ordinarily Resident (NOR): *FP-06, \$47,170 p.a.
Trainee Level:
Ordinarily Resident (OR): FSN-7, ¥6,650,137 p.a.
Not-Ordinarily Resident (NOR): *FP-07, \$42,169 p.a.
* Final grade/step for NORs will be set by Washington.

All ordinarily resident applicants must have the required work and/or residency permits to be eligible for consideration.

The Information Resources Management Section of the U.S. Mission (Tokyo) is seeking an Information Management Assistant (LAN).

BASIC FUNCTION OF POSITION:

The incumbent plans, installs and maintains data, voice and other information technology wiring infrastructure across Mission Japan's office and residential facilities. He/she maintains and programs network switches, routers, wireless network devices and other networking equipment. He/she develops and maintains documentation, including network diagrams and technical schematics. He/she develops technical statements of work for network infrastructure contracts, and serves as the Mission's primary technical point of contact for all information technology infrastructure contracts.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

Full Performance Level:

1. **Education:** College graduate with a bachelor's degree in Computer Science, Information Systems Management, Network Engineering or a similar information technology degree **OR** at least two years of full time, post-secondary study at college or university and minimum seven years of experience in: hands-on network installation, termination and maintenance; network design; network equipment configuration and management; technical design and development of technical documentation.

2. **Prior Work Experience:** Minimum five years of experience in: hands-on network installation, termination and maintenance; network design; network equipment configuration and management; technical design and development of technical documentation.
3. **Language Proficiency:** Level III* (Good Working Knowledge) English and Japanese. Language proficiency may be tested.
4. **Knowledge:** Knowledge of current wired and wireless networking standards and technologies for both Wide Area Networks (WANs) and Local Area Networks (LANs). Knowledge should include an in-depth understanding of IPv4 and IPv6 addressing and sub netting; network optimization techniques; network configuration strategies including NAT, VPN, DHCP, VLANs; network security configuration, including proxies, firewalls and DMZ configuration strategies; voice over IP (VoIP) protocols; and structured cabling installation, termination and maintenance.
5. **Skills and Abilities:** Must have obtained Cisco Certified Network Associate (CCNA) certification and at least one of the following network infrastructure installation certifications: CNet Certified Network Cable Installer (CCNI), SCTE Broadband Premises Technician (BPT), Certified Network Connection-Work Engineer AI or DD class (Network Setsuzoku Gijytsusya, Kouji-Tantosya AI or DD). Excellent ability in fact-gathering and analysis, and in logical network documentation and testing. Ability to use standard network diagnostic software (Splunk, Cisco Works, Wireshark, etc.) and hardware (Fiber splicers, Fluke Network analyzers, Spectrum analyzers, etc.) to install, diagnose and correct network configuration and performance issues. Ability to correctly terminate fiberoptic, copper and coaxial cabling, using standard termination tools (fiber fusion devices, wire crimpers, etc.). Ability to describe infrastructure requirements in written English, and then explain these requirements to local contractors, monitoring contractor work to ensuring that they deliver results on scheduled and in accordance with technical requirements. Ability to design, implement and install cabling, system and network management solutions in accordance with industry and Department of State standards and policy.

Trainee Level:

1. **Education:** College graduate with a bachelor's degree in Computer Science, Information Systems Management, Network Engineering or a similar information technology degree **OR** at least two years of full time, post-secondary study at college or university and minimum five years of experience in: hands-on network installation, termination and maintenance; network design; network equipment configuration and management; technical design and development of technical documentation.
2. **Prior Work Experience:** Minimum three years of experience in: hands-on network installation, termination and maintenance; network design; network equipment configuration and management; technical design and development of technical documentation.
3. **Language Proficiency:** Level III* (Good Working Knowledge) English and Japanese. Language proficiency may be tested.

4. **Knowledge:** Knowledge of current wired and wireless networking standards and technologies for both Wide Area Networks (WANs) and Local Area Networks (LANs). Knowledge should include a basic understanding of IPv4 and IPv6 addressing and subnetting; network optimization techniques; network configuration strategies including NAT, VPN, DHCP, VLANs; network security configuration, including proxies, firewalls and DMZ configuration strategies; voice over IP (VoIP) protocols; and structured cabling installation, termination and maintenance.
5. **Skills and Abilities:** Ability in fact-gathering and analysis, and in logical network documentation and testing. Ability to use standard network diagnostic software (Splunk, Cisco Works, Wireshark, etc.) and hardware (Fiber splicers, Fluke Network analyzers, Spectrum analyzers, etc.) to install, diagnose and correct network configuration and performance issues. Ability to correctly terminate fiberoptic, copper and coaxial cabling, using standard termination tools (fiber fusion devices, wire crimpers, etc.). Ability to describe infrastructure requirements in written English, and then explain these requirements to local contractors, monitoring contractor work to ensuring that they deliver results on scheduled and in accordance with technical requirements. Ability to design, implement and install cabling, system and network management solutions in accordance with industry standards.

* U.S. Government language standards. For equivalents in other standard tests, please see [this online page](#).

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

HIRING PREFERENCE SELECTION PROCESS:

When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:**

Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy

announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

**** This level of preference applies to all Foreign Service employees on LWOP.**

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: local security certification.
5. Candidates who are EFMs, USEFMs, AEFMs, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position.
6. Applications must be post marked by/on the closing date.

HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is [available on our website](#).
2. Academic credential (e.g., copy of transcript, diploma, or equivalent)
3. Language test score that is less than five years old (e.g., TOEIC, TOEFL, STEP, CASEC, JLPT, J-CAT, etc.)
4. Any other documentation (e.g., driver's license, certificates, [typing skills](#), etc.) that addresses the qualification requirements of the position as listed above.

WHERE TO APPLY:

Human Resources Office	Mr. Hatakeyama
Mailing Address:	1-10-5, Akasaka, Minato-ku, Tokyo 107-8420

EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint

procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- (1) U.S. Citizen or not a U.S. Citizen; **and**
- (2) Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- (3) Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- (4) Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- (5) Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- (6) Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- (7) Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

1. Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
2. Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
3. Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and

- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- (1) A citizen of the host country; or
- (2) A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- (3) Is subject to host country employment and tax laws.